

**STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN**

**ADVISORY COUNCIL MEETING**

**Wednesday, April 16, 2014 3:30PM**

Department of Public Health & Human Services, 111 North Sanders, Room 107, Helena

**Agenda**

1. Greeting/Call to Order.
  2. Review minutes from March 19, 2014 meeting.
  3. Review meeting agenda and advisory committee members' schedules for the upcoming meetings.
  4. Public Comment – members of the public
  5. Audit 2012 – Anderson Zurmuehlen
  6. Fiscal Agent Report - Alison and Brian
  7. Program Contractor's Report – Alison
  8. Chairman's Report – Mike
  9. D of A Liaison's Report – Helen
  10. Other Business/Adjourn
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## STATE EMPLOYEES CHARITABLE GIVING CAMPAIGN

### ADVISORY COUNCIL MEETING

Wednesday March 19, 2014 3:30PM

United Way Offices 75 East Lyndale

1. **Greeting/Call to Order.**

Chairman Mike Manion called the meeting to order at 3:30 p.m. Members present: Jack Lynch, Mary Wright, Bill Crane, Gary Owen, Kathy Miller, Donna Hansen, Diane Larson, Kirsten Wrzesinski, and Marie Matthews. Members excused: Matt Dale, Marcia Armstrong, Shelly Clinch and Gloria Soja. Staff present: Helen Betts. Contractor present: Brian Johnson, and Alison Munson.

2. **Review minutes from February 19, 2013 meeting.**

Delete #7 from minutes – D of A liaison report. Owen moved, Crane second, passed.

3. **Review meeting agenda and advisory committee members' schedules for the upcoming meetings.**

Council will meet the third Wednesday of the month. Next meetings April 16, May 21, and June 18. The Council is looking at holding the meetings at a larger venue, possibly in the Capitol area. **ACTION ITEM:** Marie will look at securing a DPHHS room with video conferencing. The agenda format is approved.

4. **Fiscal Agent Report - Alison and Brian –**

It was suggested that there be a small break out group to discuss financials. This could require fewer financial reports for the Council but the chair, for now, would need more detailed reports. The final payment for the 2012 campaign of \$86,000 was electronically transferred today to the recipients. **ACTION ITEM:** The auditor contract will be checked and the report will be sent to the committee. There was a close out of the 2012 campaign of \$6.70 in non campaign revenue, added to the 2014 campaign.

The audit produced some suggestions – 1) Revenue and expenses should be tracked in a software rather than excel 2) use a separate checking account for each campaign and 3) there should be a segregation of accounts and duties. Marie Matthews believes the segregation criterion is the most important. Brian Johnson would like to use debit cards to better track expenses over the current practice of writing checks. **ACTION ITEM:** Brian further suggested that the audit be presented to the Council by the auditors, the Council agreed and Brian Johnson will set that up. **ACTION ITEM:** It was suggested that the Council come to the next meeting with suggestions for financial controls. Marie Matthews asked if the rules had been changed to allow 501c3's. They had not and we only allow components of government and not 501c3.

IT services have been provided by Dave Paton, SITSD, in past years through an arrangement by the Director of D of A to allow a certain number of IT hours at no charge. Any IT service would need to be

requested through the service desk for payroll deduction interface. We may have had a bank of hours or funding that has run out. **ACTION ITEM:** Mike Manion will talk to Director Sheila Hogan regarding a donation of hours to SECGC for IT purposes. If unexpected costs are incurred, the Council will need to discuss with Brian Johnson. There was a motion by Lynch to accept the financial report, second by Crane, passed.

**5. Program Contractor's Report – Alison**

**ACTION ITEM:** A timeline will be updated and sent to Mike Manion. Applications have been finalized and will be mailed to agencies. April 9 and 10 is a Federation Call. The Contractor will send the donation letter to the 49 businesses currently listed.

**6. Acting Chairman's Report – Jack –**

Jack Lynch says good bye. He feels he is leaving the Council in good hands and he will continue to take calls and be of service. Mary Wright expressed thanks to the Council as she retires. In leaving she suggests that the campaign guidelines be distributed to the members. **ACTION ITEM:** Mike Manion will review and send out the guidelines with the audit.

**7. D of A Liaison's Report – Helen**

No report

**8. Public Comment – members of the public**

No public comment. **ACTION ITEM:** It was suggested that Public Comment be moved to the beginning of the meeting so that the commenter could make comments and then leave, if desired, rather than waiting to the end of the meeting.

**9. Other Business/Adjourn**

Gary Owen (United Way Great Falls office) would like to see a campaign 'kickoff' in Great Falls, as the United Way serves the council. He is working with Alison on a location. Gary reports that there are 791 state employees in the Great Falls area and the kickoff might promote giving for local entities if they were able to meet at a kickoff.

Bill Crane moved to adjourn, Matthews second, passed.